

# Guide for schools

This guide focuses on the regional heats with some brief information on the final. After all the regional heats have taken place, the teams that have progressed to the final will be provided with additional information.

Delivery of the quiz is based on our experience running the quiz in previous years as well as feedback from staff and students.



## Contents

1. [Entering teams for the quiz](#)
2. [What is the quiz about?](#)
3. [Preparing for the quiz in school](#)
4. [Information on the questions and answers](#)
5. [How will the quiz be marked?](#)
6. [How and when do we find out our score and the final leader board results?](#)
7. [What are the prizes and when will we receive them?](#)
8. [Quiz delivery](#)
9. [Technical advice for the online quiz heats](#)
10. [Wi-Fi](#)
11. [Safeguarding and integrity of an online quiz](#)
12. [Permissions](#)
13. [Size of regional heats](#)
14. [Reaching the grand final](#)
15. [What if my team cannot attend on the day?](#)
16. [What is the entry fee for?](#)
17. [What if I cannot attend my allocated regional heat?](#)
18. [What are the different regional heats?](#)

### 1. Entering teams for the quiz

Students from across all the UK aged between 10-14 years can take part in the quiz. Students need to be **no older than 14-years-old before 31 July**. This age bracket reflects:

- Years 6, 7, 8 and 9 in England and Wales
- P6, P7, S1 and S2 in Scotland
- Primary 7, Year 8, 9 and 10 in Northern Ireland

Your team members can come from one single year group or can be a blend of year groups. If local primary and secondary schools are keen to forge links via the quiz, why not look at encouraging each other to take part or even suggest a collaboration of team members.

Each team consists of four students plus a reserve. The reserve is not compulsory, but we recommend you having recruited someone just in case someone falls ill on the day or is not able to take part at the last minute. The reserve can watch the quiz from the side lines on the day but unfortunately is not able to help with the answers.

You can enter up to two teams from your school and it costs £25 per team. If your team progresses to the final, then the team members must be kept the same. Again, the reserve is there to replace a student if necessary but cannot actively take part on the day.

### 2. What is the quiz about?

This quiz is aimed at keen readers and the content will reflect that. All questions are based on fictional titles and involve book titles, characters, authors, brain teasers and story details.

Although we look to include some questions on very well-known books, series, and authors we focus more on the amazing breadth and variety of children's publishing available today. Please take a look at [the range of titles](#) we used in the last couple of years to give you an idea.

There will be multiple genres each year such as comedy, horror, graphic, LGBTQ+, historical, classic, crime, diverse and sport to name a few. A team with multiple reading interests is recommended.

**Note on Young Adult titles:** there will be questions on YA books scattered throughout the quiz that some of the younger participants may not have read yet but may well discover in the future. We hope this does not discourage you from entering as the younger teams often benefit from reading many of the other titles more recently than their older counterparts.

### 3. Preparing for the quiz in school

Why not have some quiz trials within the school to see who is interested and has the reading knowledge to be in your team.

Please find a selection of sample questions on the website to help you with the process. These quiz trials can be enjoyable events in their own right and who knows who you might discover as your next reading quiz star!

The quiz is a fun and engaging event, and we hope your students feel excited about taking part rather than nervous. They won't be expected to perform or be put on the spot during the quiz. If they find the quiz difficult, please don't let them get discouraged, no one is being judged on their performance and we hope there is plenty for them to cheer about.

If you have time, do allow your teams to practise together. Like any competition, practise always helps. Why not ask your non-team members in school to write questions for the team to practise with and test their knowledge on a range of different titles?

#### **4. Information on the questions and answers**

The quiz will consist of 75 questions: seven categories with ten questions each, and a final category which will have only five questions. Each category will have a different theme and within each category there will be multiple choice questions, true or false questions, free text questions and illustrated/visual questions.

For online heats, answers will be written into an email (like a shopping list) and submitted directly to the marking team after every two rounds. For in-person heats, answer sheets will be provided on the day, and teams will hand those in for marking.

Answers will be read out after every two rounds. E.g. Answers for rounds 1 and 2 will be given out after rounds 3 and 4, answers to rounds 3 and 4 will be given out after rounds 5 and 6, etc. This allows for any delay in a team submitting their answer email.

#### **5. How will the quiz be marked?**

Each region has a regional organiser who has volunteered to help run the quiz. They provide a team of markers and all work extremely hard on the day to provide fair, fast and precise scoring. We all owe them a huge amount of thanks because otherwise this quiz wouldn't be able to take place.

When the answers are submitted throughout the quiz the marking team will review each answer and then add up the points for each round providing a total at the end.

We try to set questions that have clear cut answers so that the marking is consistent across the board and not open to interpretation. We allow for spelling mistakes but otherwise the marking is precise.

With multiple markers working in each heat, and often remotely to each other, we must ensure fairness so half-right answers are marked incorrect to ensure consistency. We do not award half points. For example:

- The Curious Incident of the Dog in the Night-time = correct, one point
- The Incident of the Dog in the Night-time = incorrect, no point
- The Curious Incident of the Dog at Night = incorrect, no point

## 6. How and when do we find out our score and the final leader board results?

Schools who are placed in the top three will be announced at the end of the quiz by the quizmaster. A full scoreboard will be circulated afterwards to the region so that schools can see how they placed.

In the event of a tie for first place a tie-breaker question will be actioned, and the scoreboard reorganised after the results of the tiebreaker are in. No tiebreaker will take place if schools tie for second or third place, only for first place.

## 7. What are the prizes and when will we receive them?

We will supply all participants with a certificate for taking part on the day ahead of the regional heats.

For the regional heats the prizes are:

- First - £80 book tokens (£20 per student) plus regional trophy
- Second - £60 book token (£15 per student)
- Third - £40 book token (£10 per student)

In addition to the top three prizes, each heat will have prizes for:

- the highest placed primary school team (outside of the top three)
- the school (outside of the top three) with the best engagement e.g. cheering, clapping, team spirit as judged by the quiz master and National Literacy Trust moderator
- a 'welcome to the quiz' newcomer prize (outside of the top three)

All regional heat prizes will be despatched in the summer term and should be received by the end of May.

## 8. Quiz delivery

Most regional heats will be delivered online via MS Teams. We are running a small number of in-person heats. These will all be listed on the booking form at the time of registration. Please do take extra care when booking to make sure you book into the correct heat. **If you enter a team out of area then your score will be disallowed.**

The regional heats will be delivered by quiz master Mr Dilly. All events are live and will not be recorded. Mr Dilly will read aloud all 75 questions and, unless advised differently, give 15 seconds for the teams to write down each of their answers. There will be a couple of minutes after each category for the teams to check their answers for the round and when instructed to by Mr Dilly, submit their answer emails to the marking team.

Mr Dilly will guide and support your students through the quiz in a friendly, encouraging, and energetic way.

The quiz will last around two and a half hours and will take place during standard school hours.

**Online heats:** The event will open on MS Teams before the quiz starts with a countdown of 30 minutes and we recommend all schools log on to the quiz at this time and certainly no less than 15 minutes before the start. This allows time for you or a colleague to rectify any IT difficulties such as audio or connectivity. If the quiz is due to start at 10am then you will be able to log on from 9.30am.

It takes around ten minutes to read and answer each round. There will be a 15-minute interval after round four (half-way through) to allow for food, drink, and a bathroom break.

You will access your regional heat via a live link. This link and any additional information will be sent one week in advance of your regional heat.

**In-person heats:** Regional organisers in charge of the heat will contact you directly with information pertaining to your specific heat but the structure remains the same.

### 9. Technical advice for the online quiz heats

**Email accounts:** You will need to decide from which email account(s) you will be sending in your team(s) answers. At least 24 hours ahead of your regional heat you need to send an email from each email account to your designated marker email address. This ensures that emails are getting through and not being blocked anywhere. Do not send a test email and then decide on quiz day to use a different email address, as that will be untested and not reach the marking team correctly.

Please note you do not need to have an MS Teams account at school to access the quiz. You will be emailed a live link in advance of the quiz which will look like this:

[Click here to join the meeting.](#)

When you click on it at the appointed time you will be able to join the quiz through your standard web browser.

When you click on the invitation link you will see all the other teams joining in your region, and the quiz master as well. It is a fun moment and full of anticipation for all involved as well as relief that the link is working correctly! You will need to mute yourself and your team throughout the quiz and please do not interrupt the quiz at any point by unmuting yourselves.

If you have any queries, then these can be written in the chat function on MS Teams and will be addressed by the National Literacy Trust moderating the heat in the background rather than the Quiz Master who will be busy delivering the live quiz.

#### **Submitting your answers:**

Please type your answers out as a list, start a new line for each question and start each line with the question number (even if you do not know the answer).

**Correct example:**

1. A
2. B
3. C
4. X (if answer unknown)
5. True
6. False
7. John
8. X (if answer unknown)
9. Her sister
10. The Little Prince

**Incorrect examples:**

1. A
2. B
3. C
4. True
5. False
6. John
7. Her sister
8. The Little Prince

In this example, the team have omitted the answer for the question they cannot answer, but not the question number. The only indication for the markers that something is wrong, is when they realise there are no answers after no.8. So which questions couldn't the team answer? 9 & 10 or any number between nos. 1 to 8. Again this is not for the markers to guess at or investigate.

1. A
2. B
3. C
5. True
6. False
7. John
9. Her sister
10. The Little Prince

In this example, the team simply omitted the question they couldn't answer altogether. The answers look ok as they run 1 to 10, but nos. 4 & 8 are missing. For markers using a grid this is confusing and wastes precious time.

**School with one team entered:**

- minimum requirement is one computer that the team use and they can watch both the quiz on Microsoft Teams and answer the questions via online document and submission (split screen format – one screen required).
- alternative set up would be to have the quiz delivered on a computer/smartboard in classroom and the team work on a separate computer and answer the questions via online document and submission (two screens required)

**School with two teams entered:**

- if both teams are in the same room then both teams watch the quiz via the same screen/smartboard but they have their own computer per team to write and

submit their answer via the online form. N.B. make sure the teams can't confer/hear each other (three screens required).

- or two teams are in two different rooms and then they can use either of the options mentioned above for the one team entry format. (two or four screens required depending on choice).

Photo to give an idea how your set up could work:



**Please ensure you have a working webcam ahead of time. Use a secondary device if the laptops the students are using does not have a working camera.**

### 10. Wi-Fi connection

Internet connection is an essential part of a successful online quiz. If your internet connection is lost or you do not hear a question properly due to a bad connection, please do not interrupt the quiz or ask the quiz master for questions to be read aloud again. With so many teams and so many questions it would be too difficult to accommodate multiple requests. Please use the chat function during the quiz and the National Literacy Trust moderators will do their best to bring you up to speed on any questions you may have missed.

In cases of significant disruption, if you have an internet outage just before the quiz starts please email [NRCQ@literacytrust.org.uk](mailto:NRCQ@literacytrust.org.uk) and we will do our best to accommodate you in another regional heat.

If your internet goes down during the quiz, please email [NRCQ@literacytrust.org.uk](mailto:NRCQ@literacytrust.org.uk). If possible, have a mobile phone available so that you can at least stream the quiz live to your students and you can complete the quiz as best as possible.

Unfortunately, we are not able to circulate the sets of questions to individual schools.

### **11. Safeguarding and integrity of an online quiz**

Teams must be chaperoned by an adult at all times. The use of phones is not allowed during the quiz. Cameras need to be on to ensure transparency during the quiz, so that everyone can see that the teams are not using any form of help while answering the questions. Furthermore, it creates a fantastic atmosphere when the teams are able to see the wide reading community they are a part of.

No member of staff must help the students in answering the questions, especially if a staff member is acting as a team's scribe. Please help us maintain the integrity and high standards of this quiz by not interfering with your students' discussions and answers nor allowing them to consult the other team competing from your school. Your teams are not allowed an audience; ideally your team should not be in a public area and there should be no help from passers-by. This moment is all about their own knowledge and achievement – let's help them celebrate that.

### **12. Permissions**

In terms of permission from parents it might help for them to know that the heat is not being recorded (it's a live event). It is a closed invitation-only meeting and the people besides the school teams who will be on the call will be the Regional Organiser, Mr Dilly (the quiz master) and colleagues from the National Literacy Trust. If you have a child who doesn't want to be recognised on screen then they could sit with their back to the camera and still participate as part of the team if they are sitting on opposite sides of a table. If an author is able to attend your heat, then you will be given advance warning.

### **13. Size of regional heats**

We allow 25 teams per regional heat. This number of teams provides the optimal experience for all concerned. It allows students to enjoy a closer rapport with their fellow competitors and the quiz master, and also gives teams a stronger chance of coming near the top of the scoreboard and winning a prize. This also allows for a similar experience across all heats.

Although the cut-off date for applying is the end of January, applications will be closed for individual heats as soon as they become full, so you are encouraged to sign up as soon as possible. We will run a waiting list for those schools who would like to fill any cancellation positions.

Equally we are running three cross-regional heats for schools who are unable to secure a place in their regional heat because it is sold out or because their heat is in-person and they cannot travel.

### **14. Reaching the grand final**

The winner from each of the regional heats will go on to take part in the grand final. The final will take place face to face at a venue in central London and will involve the support of well-known authors and sponsors. The format will be like the regional heats but with a



fresh set of categories and questions. If you qualify for the final please start making travel arrangements for you and your students as quickly as possible.

### **15. What if my team cannot attend on the day of my regional heat?**

According to the Terms and Conditions you can claim a refund up to a month in advance. After this time unfortunately no refund will be given. However, please do email [NRCQ@literacytrust.org.uk](mailto:NRCQ@literacytrust.org.uk) as soon as you can if you have a problem because we will do our best to accommodate you in an alternative heat if there is space available.

### **16. What is the entry fee for?**

The entry fee allows you entrance to the quiz and all funds are invested directly back into the quiz.

### **17. What if I cannot attend my allocated regional heat?**

If you are not able to attend on the date allocated to your regional heat, or your heat is an in-person event and you cannot travel with your team to take part, please book a place in one of the three cross-regional heats. Please do not choose another region that is ‘nearby’ to your own. If you enter a heat out of area, then your score will not count. Either book for your specific region or book into a cross-regional heat.

### **18. What are the different regional heats?**

<b>AREA</b>	<b>COUNTIES</b>	<b>CITIES AND TOWNS AS EXAMPLES</b>
<b>Northern Ireland: in-person</b>	All	All
<b>Wales: online</b>	All	All
<b>NW, W and SW Scotland, Scottish Isles: online</b>	Argyll and Bute, Comhairle nan Eilean Siar, Dumfries and Galloway, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Ayrshire, North Lanarkshire, Orkney Islands, Renfrewshire, Shetland Islands, South Ayrshire, South Lanarkshire, Stirling, The Highlands, West Dunbartonshire	e.g. Glasgow, Greenock, Kilmarnock, Stirling, Dunblane, Airdrie, Dumbarton, Inverness
<b>NE, E and SE Scotland: online</b>	Aberdeenshire, Angus, Banffshire, Clackmannanshire, City of Edinburgh, Dundee City, East Lothian, Falkirk, Fife, Midlothian, Moray, Perth and Kinross, Scottish Borders, West Lothian	e.g. Edinburgh, Dunfermline, Perth, Kirkcaldy, Falkirk, Aberdeen, Dundee

AREA	COUNTIES	CITIES AND TOWNS AS EXAMPLES
<b>Merseyside and Greater Manchester: in-person</b>	Merseyside, The Wirral, Cheshire, Greater Manchester, South Lancashire	e.g. Liverpool, St Helens, Chester, Crewe, Macclesfield, Alsager, Southport, Warrington, Manchester, Rochdale, Bolton, Wigan, Altrincham
<b>Merseyside and Greater Manchester: online</b>	Merseyside, The Wirral, Cheshire, Greater Manchester, South Lancashire	e.g. Liverpool, St Helens, Chester, Crewe, Macclesfield, Alsager, Southport, Warrington, Manchester, Rochdale, Bolton, Wigan, Altrincham
<b>Northeast England: online</b>	Northumberland, Tyne & Wear, North Tyneside, South Tyneside, Durham, Teesside	e.g. Newcastle, Darlington, Hartlepool, Middlesbrough, Durham, Sunderland, Gateshead, Hexham, and Morpeth
<b>Northwest England: online</b>	Cumbria, North Lancashire, Isle of Man ( <b>excluding Merseyside and Manchester areas – see specific heat</b> )	e.g. Cockermouth, Sedbergh, Preston, Lancaster, Blackburn, Blackpool
<b>Yorkshire: online</b>	North Yorkshire, East Yorkshire, South Yorkshire, West Yorkshire	e.g. York, Leeds, Wakefield, Skipton, Bradford, Hull, Sheffield, Doncaster, Barnsley, Settle, Hawes
<b>West Midlands: online</b>	Staffordshire, Shropshire, Hereford & Worcester, West Midlands, and Warwickshire	e.g. Birmingham, Coventry, Warwick, Stratford upon Avon, Stoke on Trent, Stafford, Wolverhampton, Worcester, Evesham, Telford
<b>East Midlands: online</b>	Derbyshire, Nottinghamshire, Lincolnshire, Leicestershire and Northamptonshire, Rutland	e.g. Worksop, Corby, Leicester, Loughborough, Nottingham, Oakham, Immingham, Lincoln, Bourne, Uppingham, Northampton, Towcester, Kettering, Sleaford, Spalding, Brackley

AREA	COUNTIES	CITIES AND TOWNS AS EXAMPLES
<b>Oxford, Berkshire &amp; Buckinghamshire: online</b>	Oxfordshire, Berkshire, Buckinghamshire	e.g. Oxford, Burford, Witney, Banbury, Wantage, Abingdon, Newbury, Reading, Wokingham, Slough, Maidenhead, Windsor, Ascot, Milton Keynes, Aylesbury, High Wycombe
<b>East England: in-person</b>	Norfolk, Suffolk, Cambridgeshire	e.g. Norwich, King's Lynn, Ipswich, Stowmarket, Downham Market, Aylsham, Attleborough, Cambridge, Bury St Edmunds, Peterborough, Huntingdon
<b>Thames Gateway, East London and Kent: in-person</b>	Essex, Kent and all London schools with an E## postcode	e.g. Colchester, Chelmsford, Southend, Romford, Epping, Harlow, Barking, Walthamstow, Stratford, Dartford, Rochester, Orpington, Canterbury, Saffron Walden, Thurrock, Tonbridge, Tunbridge Wells, Dover, Sevenoaks, Maidstone
<b>Hertfordshire and Bedfordshire: online</b>	Hertfordshire and Bedfordshire	e.g. Stevenage, Hertford, Potters Bar, St Albans, Watford, Berkhamsted, Dunstable, Luton, Harpenden, Hatfield, Letchworth, Bishop Stortford
<b>North London and West London: online</b>	London schools with N##, NW## postcodes, W##	e.g. Ruislip, Harrow, Ealing, Enfield, <b>PLUS HOUNSLOW</b>
<b>Southwest London: online</b>	London schools with SW##, EC## and WC## postcodes, Surrey inside M25	e.g. Fulham, Teddington, Reigate, Banstead, Egham, Southall, City of London, Sutton, Kingston <b>EXCLUDING HOUNSLOW</b>

<b>AREA</b>	<b>COUNTIES</b>	<b>CITIES AND TOWNS AS EXAMPLES</b>
<b>Southeast London: online</b>	London schools with SE## and BR## postcodes, Croydon	e.g. Bromley, Bexley, Croydon, Dulwich, Greenwich, Lewisham, Southwark, Woolwich
<b>South England: online</b>	East & West Sussex, Hampshire, Surrey outside M25	e.g. Eastbourne, Chichester, I of Wight, Basingstoke, Southampton, Portsmouth, Horsham, Guildford, Reigate
<b>Southwest England: online</b>	Gloucestershire, Wiltshire, Dorset, Somerset, Devon, Cornwall	e.g. Gloucester, Bristol, Bath, Dorchester, Exeter, Swindon, Trowbridge, Truro, Taunton
<b>Cross-regional Heat One: online</b>	Any school not able to attend their regional heat	All UK
<b>Cross-regional Heat Two: online</b>	Any school not able to attend their regional heat	All UK
<b>Cross-regional Heat Three: online</b>	Any school not able to attend their regional heat	All UK

**Thank you and good luck!**